

# Ministry Meeting Minutes

## MAY 2018

### Administrative Support

#### 1 May 2018

Amanda opened the meeting with prayer.

Janet Baker, Clint Damuth, Cherie James, Betsy Kennedy, Amanda Long, Gregor McLeod, Emma Ouellette and George Wong were present.

BPC Mission Statement: Bayside is a covenant community of Christ's people seeking to know and do the will of God.

Vision: Changing lives by growing Christian disciples and Living God's Word.

April Minutes were approved.

#### Preschool Report

Spring Program "All Things Bright and Beautiful" – Thursday, May 3<sup>rd</sup> at 6:30

Fall Registration – Available openings in several classes

Conference Day – Thursday, May 17<sup>th</sup> – Preschool Closed, Child care available during conference time in Youth Activity Room.

Virginia Aquarium – Tuesday, May 15<sup>th</sup> – Touch Tanks will be here from 10:00 am to noon for the children to visit with their classes.

Graduation and Last Day – Friday, May 25<sup>th</sup> – as follows:

Kindergarten and 4's Graduation is at 11 am in the Church Sanctuary

All classes dismiss at Noon

Picnic with cake celebrating summer birthdays at Noon

#### Summer Camps:

Summer Camp 1 ("Farm Animals" – June 5, 6, 7, 12, 13 & 14)

Summer Camp 2 ("Dr. Seuss" – July 10, 11, 12, 17, 18 & 19)

Summer Camp 3 ("Insect World" – August 7, 8, 9, 14, 15 & 16) Available openings in all 3 camps.

#### Old Business

- Directory of Youth and Family Outreach position and search committee update. Candidate has been identified and the offer and job description were reviewed.

- WiFi: Waiting on Property to gather 8+ proposals to make a recommendation and then figure out which pot of money will pay for it.

Windows 10 update requirement for all computers. Gregor will talk to Butch Brenton, believe a group license will be more cost effective than individual licenses.

- Creating the staff evaluation form as a google document is in the works.

- Saul will meet with Chi Yi to discuss the praise team music for the electronic library.

Additional conversations with Worship ministry may be necessary to ensure that adequate copies of music is purchased.

#### New Business:

- Emma expressed the desire to have a meeting after the new DFYO is selected, hired and settling in. The meeting will revisit and clarify her Job Description and call after having filled in for HOS and DCE over the last many months and will serve to refocus on her call to Bayside.

- Service to the Wider Church – Discussed the need to discuss with David and create a policy that speaks to this. June agenda item to discuss further.

Birthdays and Staff time away:

Chi Yi	5 May	Birthday
David	30 Apr – 13 May	Vacation
Emma	31 May – 5 June	Vacation
David	14 – 24 June	General Assembly
Chi Yi	17 – 22 June	Continuing Ed
David Black	7 July	Birthday
Emma	18 – 14 July	Montreat with Youth
Emma	27 July	Birthday

Amanda closed the meeting with prayer.

**Janet Baker, Recording Secretary**

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### **Christian Education 1 May 2018**

Present: Beth Montoya, George Wong

#### 1. Graduate and Scholarship Lunch

- As of today, only one scholarship application has come in. Beth will continue to check the ministry mailbox and will keep ministry members aware of number of applications.
- Received copy of names of all HS seniors & all college students from Emma. George to speak with Linda Vogl tomorrow to see if she can get a list of email addresses for these students and send out a reminder to apply for the scholarship. Also we need to know if any of the seniors plan to attend the luncheon.
- George will have Minute for Mission May 6 on Youth Sunday.
- Deadline for applications is May 20. If we do not have enough response, we may need to change from a lunch after services to a reception with cake.
- Discussed amount of soup crocks and volunteers we will need. We will need at least 8 crockpots of soup. We will try to get 8-10 volunteers to bring soup. Would like all committee members to bring soup and will seek volunteers to provide the rest. Congregation to bring sandwiches. Beth will buy a couple of sheet cakes.
- Need to check church kitchen to make sure there are enough plates, bowls, and utensils.
- Drinks- will need volunteers to make lemonade and coffee and set up water.
- Need volunteers for table decorations.
- Need volunteers for set up and clean up.
- Tom Weeks is discussing the idea of Stewardship partnering with us for the event, and he will let us know after tonight's meeting.

2. VBS- Received e-mail from Lindley Fox with an update on all children's programs. See attached. Beth to contact her to thank her for all she has done. She has VBS well in hand.

3. George is continuing to work on getting another revo board set up by the fellowship hall.

4. Room 508 DVD player is broken. Amanda Long to purchase another as a gift to the church. We are very appreciative of her generosity.

5. Christian Ed will partner with Congregational Care to plan a church picnic to coincide with back to school time. Congregational Care is usually in charge of the picnic, and Beth attend their ministry meeting in June.

Addendum:

Stewardship is willing to help. Volunteers: Tom Weeks, Gary Crossman, Mike Raymer.

### **Report on Children's Ministries**

**JAM** – Yessie Thomas leads JAM and will continue through last day on May 23.

Yessie talked to me and said she suggests we change the curriculum next year. Some of the children have now cycled through the curriculum and are not enjoying the repetition.

I am overseeing the crafts for JAM to help Yessie make sure she has one each week.

**First Friday** - This outreach has really been a blessing to many in our community. There are many military families that come and the parents have told me it is such a nice break for them, especially if a spouse is deployed. We also have a great grandmother who is raising 3 young children, and she has said this has been such a blessing for her.

The parents and kids love it. Many parents asked if we could have it year round, so we did last summer and it grew! We plan to keep it up this summer.

**Sunday School** – Ashley McLeod has been so faithful in teaching our **youth**. She has a great heart for this age group. I ask John Hamilton & Abigail Crawford when Ashley is away.

The **elementary** class is combined at this time due to few younger ones, and lack of volunteers. Pat Doss, Sharon Weeks, and I take turns teaching this class. We are growing in size. One Sunday we had 15 kids. Our average is now 12.

The weeks I do not teach the elementary class I have a short lesson for the **preschoolers** in the nursery. Usually 2 or 3 like to stop playing and join in.

I have created a new registration form, which we will have all parents fill out in May. This form provides us the cell numbers for the parents as well as who is allowed to pick up the children, in addition to the normal information.

**VBS** – I have been working on VBS and feel we have a great jump on this.

Emma has ordered some items needed. A list of needs for the scenery has been shared with the congregation and will be added to as more resources are needed. Linda Vogl has made a wonderful visual of the items. Donations of items have started coming in. Volunteers are being recruited. I would like to meet with individual volunteers during May. I feel one on one makes individuals feel valued and I can make sure they have all the support they need.

May 1<sup>st</sup> begins the registration process!

Submitted by Lindley Fox

April 30, 2018

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**Community Service**  
**1 May 2018**

**Members Present:** Martha Rudell, Moderator, Susie Fulcher, Libby Graves, Lorraine Mahone, Lynne Owen, Connie Schreiber and Pam Spillman.

Our thoughts and prayers go out to one of our dear members, Carlos Fletcher, who is in Lake Taylor Rehabilitation Hospital.

Our appreciate and prayers are with two of our members, Di Ricks and Gloria Wardrup, who are in Peru with our Clean Water Mission Trip.

**Mail:** Thank you note from Virginia Supportive Housing (quarterly contribution)

**Upcoming Events:**

1. Happy Birthday to Steve Wilkins on May 11
2. Blood Drive – May 3
3. Samaritan House Baby Drive – month of May

**New Business:**

1. Reminder: Bayside Publication Deadlines

Weekly Bulletin - Wednesdays by 9:00 am - Minutes for Mission, Announcements, Flowers, Ushers

Weekly Helmsman - Thursdays by 9:00 am - Events, announcements, calendar updates

REVO or Electronic Bulletin Board - Thursdays by 9:00 am - Events, announcements

Monthly Newsletter - Binnacle - the 15th of each month - Events, Ministry Notes, calendar updates, articles

2. May 6 – Youth Sunday – Combined Service

3. Summer Worship Schedule begins Sunday, May 27, with a 10th Anniversary

Celebration of the Sail On Service to be held in the Fellowship Hall at 10 am.

– Sunday School 9:00 am. Regular worship hours will resume on Sept. 9.

4. Last Wed @ The Well will be Wed., May 23, 2018. All are invited. It's a pot luck so bring your favorite dish to share. Drinks will be provided.

## **Session Highlights**

- Shared joys and concerns and opened with prayer
- Celebrating that recently worship attendance has increased
- Received the treasurer's report with thanksgiving
- Briefly discussed the PEVA meeting we are hosting April 24th
- Continuing education for the session focused on the General Assembly of the PCUSA which takes place June 16—23, 2018
- Heard updates from property about the landscaping for the island in the parking lot, Wi-Fi repairs, security cameras and controlled access to the building

## **Agency Reports:**

1. Angel Tags (Lynne, Susie) - No report.
2. Beach Health Clinic (Bill) - No report
3. Blood Drive (Martha) - Blood Drive is this Thursday, May 3, 2 – 7 pm.
4. Caroling (Pam) - No report
5. Easter Baskets (Connie, Lynne) - No report.
6. Faith Works Coalition (Bob) - No report
7. Food Pantry (Lynne, Tracy, Connie) April - 8 families, 19 adults, 17 children, \$394.55 spent, \$60.67 cash used \$79.19, donated \$333.88.
8. Good News Jail Ministry (Audre) - No report.
9. HumanKind (Carlos) - No report.
10. JCOC (Connie) - No report.
11. Meals on Wheels - Nancy Hamilton
12. Samaritan House (Susie) - Susie is off having fun so gave me the following info:  
  
During May we will be collecting baby items for Samaritan House to distribute to victims of domestic abuse and human trafficking in shelter homes. Item was in May Binnacle. Items needed: Disposable diapers (High Priority), Clothes, Blankets, Burp cloths, Bath towels & Wash cloths. Lotion, Powder, Bath Wash, Shampoo, etc., Teething Rings, Rattles, Small Toys. Martha will get with Eugene tomorrow and put out crib in Atrium and collection bin by Fellowship Hall. Linda put a nice article about this in May Binnacle
13. School Supplies - (Connie, Lynne) – No report.
14. Sentara Pace Bible Study (Lynne) Lynne stated it's still going well.
15. Seton Youth Shelter (Pam) - 19th Annual Kentucky Derby Party this Saturday, May 5, from 5-10 pm at Back Bay Farms to benefit Seton Youth Shelters.

16. St. Columba (Lynne) - The St. Columba Dinner & Silent Auction was held at BPC on Sat., April 21. The figures are not in yet. SIS Bible Study group made 329 sandwiches and delivered them April 17.

17. Thanksgiving Baskets (Libby) - No report.

18. Winter Shelter (Lynne, Connie) - No report

19. VA Supportive Housing (Gloria, Di) - No report.

The meeting was closed in prayer.

Martha Rudell, Moderator

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**Congregational Care**  
**1 May 2018**

No Minutes Received

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**Evangelism**  
**1 May 2018**

Members present: Butch Brenton, Peggy Damuth, Russ Brown, John Hamilton, Terri Dannemann, John Dannemann,

Terri opened the meeting with prayer.

Old Business:

1. Visitor to New Member Process
  - a. John Dannemann shared the new Bayside Presbyterian Church magnets and the new Summer banner. Members were pleased with the items purchased from Post Net. Terri Dannemann told Eugene about the new banner.
  - b. The new "Welcome to Bayside Church" brochure that Rev. Emma and Linda Vogl made to include in the visitor bags will now fit in the pew holders. Rev. Emma will speak to Linda as to who is supposed to put them in the pews.
  - c. Rev. Emma reported that the "Join the Journey" classes she taught on April 15<sup>th</sup> and 22<sup>nd</sup> were successful and the "Welcome Center Initiative" was working. We have 5 new members and are gathering visitor data each Sunday. Thanks to Emma for organizing and teaching the classes and to Peggy Damuth for coordinating the manning of the Welcome Center. Butch Brenton said he'd look into getting us a sign for the Welcome Center.

New Business:

1. Living Nativity

The new dates for the Living Nativity are December 15<sup>th</sup> and 16<sup>th</sup>. Terri contacted Linda and made sure the new dates are on the church's master calendar. Peggy will order the animals from Spellbound.

2. Ecycle-Recycle Event

- a. Terri gave us an update on her conversations with Eggleston. She reported that we could get the paper shredding service for four hours for \$300.00. John Hamilton is waiting to hear back from someone at Simms Metal before we can select a date for the event.
- b. Peggy has volunteered to do the advertising for the event. John and Terri Dannemann will take care of the food and drinks. Russ Brown, John Hamilton, and Butch Brenton will help us sign up church volunteers to host the event.

Russ Brown closed the meeting with prayer.

Minutes Submitted by J&T Dannemann

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**Global Missions**  
**1 May 2018**

Attendees: Walt Martin (Moderator), Mark Schreiber and Beth Parker (Scribe)

Walt Martin caught Beth Parker up on what had been going on the last several months. He explained that a percentage of the One Great Hour of Sharing donations were given to Samaritan House. Beth Parker asked Walt if there was money in the budget for Rise Against Hunger, formerly Stop Hunger Now and he explained the money was cut from the budget for that particular project. Walt also explained there was \$500 reallocated to the budget for Massanetta which we have as a covenant church. He went on to explain that we sent 6 soccer balls and 4 football nets to the boys school in Peru and that we did not cut the Living Water Project. Rotary International supplied piping for the Peru trip. We are looking at 3 other sites for Living Water.

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**Property**  
**1 May 2018**

Those present were Steve Baker, Betsy Davis, Sperry Davis, Leslie Parr, Rick Rudell and Moderator Clif Furedy.

Eagle Scout candidate Matthew "Matt" Brown of Boy Scout Troop 364, made a presentation about his project to build wooden benches for the church outdoor areas. The proposal was approved and Matt will provide an update once the Tidewater Council approves so he can go forward recruiting help and funding.

Items Discussed and Actions Taken:

No change in status of the Access Control and Building Security project. Rick Rudell expects to have time to research this during May.

Based on limited interest during the April Session meeting, the ADA door project was placed on the back burner.

The draft RFP for the video system had been emailed to the team for review. Details about camera positions and aiming were discussed. The proposal will be finalized and sent out in May.

The landscaping of the triangle area is nearing completion thanks to the donation of over 60 plants by Betsy and Sperry Davis, a lot of hard work by volunteers and continued dirt moving and daily watering by Betsy and Sperry.

It was agreed to shelve the project to extend water to the triangle area for this year due to the high cost and lack of interest by the Session.

Three proposals for WiFi were received by the April 30<sup>th</sup> deadline. They were from HRTC, RCI and TCI. Since they were just received during the meeting, a full evaluation has not been done. Steve Baker, Sperry Davis and Clif Furedy will review the proposals during May and recommend one of the firms to the rest of the team for approval.

Eugene went over the following:

- The contractor has re-surveyed the moveable walls in rooms 506 and 512 as we reduced the project scope. Eugene expects a revised bid shortly and will move ahead.
- An Anderson window contractor will be asked to inspect the Fellowship Hall windows to determine the extent of exterior weather damage and provide a cost estimate.
- The faucet in the Utility Room sink continues to leak and temporary fixes are not holding. A plumber will have to be called to provide an estimate to replace the entire faucet.
- Door frames in the Adult Wing have been painted by a volunteer named "Lewis." Now he is moving on to the Youth Wing. Apparently he just shows up and does odd tasks around the church without being asked.

Les Parr advised the team of several problems in the kitchen after use by various groups:

- Gas left on for the range. In addition to individual burner controls, there is a gas shut off control that was not turned off.
- A pot holder was left lying on the range in the vicinity of the pilot light and was very warm when discovered.
- Punch residue was left in one of the coolers.
- It was suggested that all users should be reminded of their responsibilities to keep the kitchen in good order.

No change regarding inspection and testing the audio presently installed in the classrooms and Nursery. This remains open.

Steve Baker and Sperry Davis will finalize the Building Use Policy in accord with the approval process listed in the April minutes which were reviewed by the Session.

The meeting was closed with prayer at 9:15pm.

Clifton G. Furedy, Property Moderator



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**Stewardship**  
**1 May 2018**

The Stewardship Ministry met in the Brides Room at 7: 15 PM.

Present were Moderator Tom Weeks, Bill Graves, and Gary Crossman.

Gary distributed the Treasurer's Report and Balance Sheet (thanks Luanne). Review of Treasurer's Report showed pledged offering received to date at 95% of pledged (corrected for 2018 pledges received at end of 2017). Non-pledged offering at 106%. All agreed Bayside on track with pledged and non-pledged offering.

Tom opened discussion on Minutes for Mission schedule and topics. All agreed that Minutes for Mission should be positive, short, and emphasize the need for sharing talents in addition to money. Bill said every Minute for Mission should begin and end with thanking the congregation for their support. Stewardship would present all the Minutes for Mission with input from the other ministries. Bulletin insert with lists and examples, where appropriate, would support Minutes for Mission topics. Minutes for Mission would start on June 10 with Bill Graves reminding the congregation of how their gifts benefit the various community groups using our building (bulletin insert with list). Other Minute for Mission topics would be services provided by Community Service, Global Mission and Congregational Care, and the importance of pledging. A Minute for Mission would be scheduled each month until end of campaign.

Discussed Education Ministry request for Stewardship to cohost a Scholarship luncheon. Gary said he was familiar with and would get with Beth Montoya to offer his help. Mike Raymer (via email) also volunteered to help.

Tom questioned need (Bob Baker email) to identify number of potential giving units. Bill explained that number of pledging units is needed so Stewardship could gauge effectiveness of campaign and determine if additional effort is needed to encourage pledging. All agreed that number of potential pledging units needs to be identified.

Discussed possibility of additional income sources. Gary reminded about possibility of cell tower. All agreed should be investigated. Based on large number in Bayside preschool and waiting list, Tom proposed Bayside members be given priority when vacancies open. Could be implemented so as not to affect those currently on the waiting list but would apply to all new names added to list. Would encourage membership and Stewardship Ministry would ensure they are provided with pledge cards. More effective than discount for membership. All agreed. Tom will propose to Session.

The meeting was closed at 8:00 PM.

Tom Weeks

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**Worship**  
**1 May 2018**

No Minutes Received